



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES

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TO: All WorkFirst Staff

FROM: Carole Holland, Senior WorkFirst Coordinator
Office of Financial Management

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Economic Services Division, DSHS

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SUBJECT: CE TO ENGAGEMENT PARTNERSHIP PILOT PROJECT

A Partnership pilot project to increase the number of parents who complete the Comprehensive Evaluation (CE) process and become engaged in full-time (32-40 hours per week) countable activities will begin 12/1/2006. The goal of this pilot is to examine the impact of offering incentives on completion of the CE and subsequent engagement.

Six (6) pilot sites, one in each DSHS region, have been selected. The WorkFirst Partners for each pilot site will develop a plan to use incentives to reward parents engaged in full-time countable activities upon completion of the CE process. Sites are encouraged to be creative in identifying the type of incentive and method of delivery to reflect the unique needs of the local caseload.

Countable Activities include one or a combination of the following to add up to 32-40 hours per week:

- Education (Basic or Vocational)
- Job Search
- Community Jobs
- Subsidized or Unsubsidized employment

In order to qualify for an incentive a parent must:

- 1) Complete all elements of the CE Process within 10 business days (CE completion requirement); and
- 2) Be engaged in full-time countable activities for a minimum of one week within 30 days of approval (GMAP measure--Entry to Engagement w/in 30 days)

Pilot Site Selection:

The CE Engagement pilots will occur in 6 sites (one site in each DSHS region). Sites selected were chosen to represent each of the following circumstances:

- Large # Adults Referred for a CE/Small # Adults Referred for a CE
- High WorkFirst Engagement following CE/Low WorkFirst Engagement following CE
- CE services provided in one location/CE services provided in multiple locations

Pilot Sites Include:

Region 1—Clarkston
Region 2—Walla Walla
Region 3—Everett

Region 4—White Center
Region 5—Pierce South
Region 6—Aberdeen

Pilot Timeline:

Plan review and approval	11/16/06
Site notification	11/17/06
Site planning for implementation	11/22/06-11/30/06
Proposals received	11/29/06
Pilot implementation*	12/1/06-1/31/07

***Note:** Incentives may be issued in February, 2007 for parents who began the process in January, 2007...however the last day a parent may start the process and be considered eligible for an incentive would be 1/31/07

Tracking Outcomes:

Tracking of outcomes will be done to assess the effectiveness of incentives in varied situations. A baseline will be established for the following to data elements:

- Number of days from approval to engagement in a full time countable activity following CE completion
- Number and % of parents who complete a CE and engage in a full time countable activity

Data will be collected and shared in the following ways throughout the 2 month pilot.

1. "Real Time" Tracking of Outcomes:
 - o Each site must submit a log of parents issued incentives (name, JAS ID and date of incentive issuance) to Carla Reyes via email every Friday.
 - o The number of parents who have been issued incentives will be compared to the number of parents who began a CE to determine the percentage of parents who complete the CE and engage in subsequent activity.
 - o Data will be posted weekly
2. Long Term Tracking of Outcomes:
 - o "Engagement in Activity within 30 Days" existing OPADA CE reports

The budget for this pilot is \$17,942.00. **See attached chart for breakdown.**

Incentives will be authorized out of support service funds. Each CSO pilot site will be allocated an additional support service amount to fund the incentives. While sites have the flexibility to identify what actual incentive they will issue, the incentives must be items/supports that can be authorized in accordance with the Support Service Directory.

Each site will be funded to issue incentives in the amount of \$25.00 per person. An LPA/Site may choose to supplement this incentive from their own funds; however they must indicate this in the pilot plan description.

Pilot Plan Description:

Each site will be asked to submit a Pilot Plan description. The plan should be simple and describe the following:

- 1) What CE Engagement pilot incentive(s) will be issued
- 2) What is the local process for issuing the incentive(s)
- 3) How will LPA partners be involved in the incentive process
- 4) Who is the point person to contact for information/questions regarding the pilot

Note: All plan descriptions will be due to Carla Reyes, CSD by Close of Business 11/29/2006. All plans will be reviewed by the Maximizing Participation Partnership Workgroup.

Celebrating Success:

The pilot with the greatest percent of increase of parents completing the CE and engaging in activities full-time (32-40 hrs. per week) will receive a partnership luncheon celebration!

If you have any questions or need further information, please contact Carla Reyes at (360) 725-4559 or reyescm@dshs.wa.gov

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